



**ARUNACHAL PRADESH
PUBLIC SERVICE COMMISSION
ITANAGAR**

No. PSC-R/01/2026

Dated Itanagar the 5th October, 2026

Guidelines for Stenography Proficiency Test.

1. Stenography Proficiency Test Norms as per Recruitment Rule A

A.

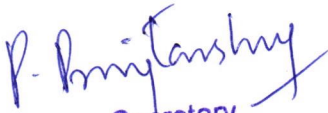
- i. Trial passage: **2 minutes duration (twice) with 1 minute interval.**
- ii. Test passage dictation: **5 minutes @100 wpm**
- iii. Transcription: **60 minutes** (English). Transcription will be done on computer at an average of 5 key depressions for each word.
- iv. 8% permissible mistakes would apply in speed test for General candidates and 10% for APST candidates.

B.

- i. Stenography Proficiency Test will be conducted for **5 minutes @ 100 wpm.**
- ii. There will be a trial passage & test passage selected beforehand.
- iii. Both the trial passage & the test passage will be dictated by pre-recorded audio device. The two trial passages will be dictated first, so that the candidates can get familiar with the mode of dictation & accents of pronunciation.
- iv. The trial passage will be dictated twice at the same speed as the test passage with an interval of one minute in between.
- v. The candidates shall be allowed 8% permissible mistakes for General category and 10% permissible mistakes for APST **@100 words per minute.**

2. Type of mistakes

- i. Omission of word / letter / figure / article will be counted as a mistake.
- ii. Substitution of a wrong word / letter / figure / article will be counted as a mistake.
- iii. Addition of a word / letter / figure / article not found in the passage will be counted as a mistake.
- iv. Spacing mistakes:
 - (a) Not applying spacing between words. E.g., writing 'Ihope' instead of writing 'I hope' will be counted as a mistake.


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- (b) Applying undesired spacing between words or letters of a word. E.g., writing 'I haxxve' or 'I ha ve' in place of 'I have', will be counted as a mistake.
- v. Wrong application of singular-plural form or non-application of singular-plural form will be counted as a mistake.
- vi. The correct use of commas should be assumed & applied by the candidates. However, not using comma or full stop shall NOT be counted as a mistake.
- vii. Wrong application of capitalization or non-application of capitalization shall be counted as a mistake.
- viii. If a figure is written correctly either in numeral or words, both will be acceptable and will not be counted as mistake. E.g., both '10000' & 'Ten Thousand' would be correct. Similarly, '20th Century', '20th Century', 'Twentieth Century' & 'twentieth century' would all be correct.

3. Scheme of Evaluation for Stenography Proficiency Test

- i. There will be a test passage of 500 words, without counting the full stops & commas.
- ii. British English will be used for transcription on computer.
- iii. Articles like a, an, the etc. will be counted as one word. Any omission, substitution or additional words shall be counted as a mistake.
- iv. Wrong application of singular-plural form or non-application of singular-plural form will be counted as one mistake. E.g., writing 'Humans' for 'Human' will be one mistake. Similarly, writing 'Womans' for 'Women' will be one mistake
- v. If there is no space between two words, then that will be counted as two mistakes. E.g., if 'such as' is written as 'suchas', then that will be counted as two mistakes. One for wrong writing of the word 'such' and another for missing the word 'as'.
- vi. If space has been left between letters of a same word, then that will be counted as one mistake. E.g., if 'this' is written as 'th is', then that will be counted as one mistake.
- vii. Every passage will be accompanied by a list of words which can be spelt / written in more than one form. All the spellings / forms of words will be acceptable and not counted as mistake. E.g., the word 'Honourable' being written as 'honourable' or 'hon'ble' or 'Hon'ble' or 'Hon.' will be accepted as correct.
- viii. All the above-mentioned mistakes shall be considered as half-mistake.
- ix. The formula for calculating mistakes shall be

Percentage of Mistakes = (Number of half mistakes/2) X 100

Number of words in the original passage

Percentage to be rounded to two decimal places. For example: 3.008 will be rounded to 3.01 and 3.001 will be rounded to 3.00

- x. Candidates will be declared disqualified if their total mistakes are more than 8% permissible mistake for General and 10% for APST as per Recruitment Rule.


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Hence, to qualify the Stenography Proficiency Test, a candidate should use shorthand for noting down the dictation and the Percentage of mistakes should not exceed 8% for General and 10% for APST candidates.


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